

# **Public Health Council**

## ***Executive Committee***

Friday, July 17, 2015  
1 West Wilson, Room 250-D  
9:00 – 11:00a.m.

*Executive Committee:* Bill Keeton, Mary Dorn, Dr. Darlene Weis, Dr. Gary Gilmore  
*Div. of Public Health Staff:* Tasha Jenkins, Jing Wu, María M. Flores

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### **Minutes Review and Approval**

Review and approve the June 26, 2015 minutes

- Dr. Gary Gilmore moved to accept
- Dr. Darlene Weis seconded

The minutes were approved with no discussion. Dr. Gilmore gave accolades to Jing Wu for her work on the “Council of Councils” meeting.

### **Rules of Order Changes**

- Mary Dorn made a motion to open this issue for discussion.
- Dr. Darlene Weis seconded

Definitions section: there is a conflict on page 6 regarding the annual meeting. Page 1 states “even-numbered” years, but page 6 §1.08(3) states each “calendar year”. “Even” or “odd” should be removed.

§1.07 states “even”. Strike this sentence.

§1.08(5) regarding notification of meetings and attendance.

- Dr. Gary Gilmore stated that the history of this item was to ensure a quorum. If no quorum, staff and chair could decide what to do, cancel or conduct a meeting for informational purposes only.
- Bill Keeton stated that the calendar setting is done well in advance, and that is sufficient notice.
- Dr. Gary Gilmore stated that a basic reminder of a meeting could go out earlier, and generalized statements should be avoided.
- Mary Dorn stated that perhaps there should be a note under §1.08(2) stating that the Executive Committee sets the calendar for the year at the beginning of each calendar year, and brings the draft to the annual meeting for discussion. Dates will be posted for the members and the public.

Mary Dorn inquired about §1.08(4): Location.

- Dr. Gary Gilmore stated that this gives the opportunity for the Council to meet outside Madison. In early days of the Council, some meetings were held outside Madison.

Mary Dorn stated that there are conflicting statements as to the duties of the Secretary: it seems that there are two locations mentioned for keeping "official copies." Reference to official copies should be removed. Identify that the Secretary should keep a duplicate set of copies. Per Wis. Stats. §19.88(3), the OPPA office should be the keeper of the official records.

- Dr. Gary Gilmore stated that this is good legal procedure, but we need to be careful about original copies.
- Page 4: Duties of Secretary. Remove reference to books, and state a "duplicate" set of copies.
- Tasha Jenkins will ask Legal Counsel about any legal requirements for signed copies.
- Dr. Gary Gilmore also requested she check on the removal of members

Dr. Gary Gilmore made a motion to move to move forward with:

- (1) bylaws with emendations;
- (2) send certain sections of these to DHS Legal Counsel requesting legal advice, so we can
- (3) move closer to review of revised bylaws by the next Executive Committee for forwarding to Council for a vote.

Dr. Gilmore is trying to keep the momentum going and detail the process that the revised Bylaws will be sent to the full Council for review and vote, or a review and changes.

This was seconded by Mary Dorn.

The motion was briefly discuss and approved.

## **Council Letter to the Governor**

Dr. Gary Gilmore's suggestions:

- Try to take the subjective commentary out. Third paragraph: remove "even" and "excited and appreciative."
- Begin with "During this time of challenging budgetary priorities, the members of the Council and I are fully appreciative of the following key proposals which you and legislative leaders enacted in this budget."
- Change "crucial preventive care" to "crucial preventive procedure."
- When a formal program is listed, italicize the name.
- Last sentence, start with "As always." Change to "expertise, insights, and recommendations to you."

Mary Dorn stated that the WPHA-WALHDAB Joint Public Affairs Committee identified two items that didn't pass: with WI State Lab of Hygiene transfer did not occur, and the fee increase was vetoed.

The letter will be sent out to the Governor, Lt. Governor, and the Legislature. Tasha Jenkins suggested it be sent from the Council's mailbox.

- The original will be sent to the Governor's Office
- The scanned version of the original to the legislature, Lt. Governor and Governor.

## **Commissions & Boards and How-to Engage**

Tasha Jenkins stated that the timing of a large-scale meeting with other Councils and Boards may be too close due to the State Health Plan Officer position being vacant and where the Division is heading with Mid-Course Review. The Mid-Course Review is now being done as a State Health Plan due to accreditation requirement mandating that one be done every five years.

- Mary Dorn state that the name of the Mid-Course Review should change, although she doesn't think that the course of action would need to change as public health does not radically change in a 5-year period, nor do the charges or priorities and goals change. If we change the plan every 5 years, it will be a challenge. Input should be gleaned from leaders of other Councils and Boards.
- Bill Keeton stated he is comfortable looking at 1) pushing the date back for department to manage; and 2) would there be something else smaller and less encompassing to do with a shorter meeting, and sooner. There is already momentum for this.
- Mary Dorn asked what the timeline was for the Mid-Course Review. Is the state anticipating obtaining input from Councils as to what the priorities of the state are?
- Tasha Jenkins stated that the product will be finalized next summer. The State Health Plan Committee just finished winnowing down priorities.
- Bill Keeton stated if there were just 5-10 focus areas, could the Division do this, and do it well?
- Tasha Jenkins stated that in terms of timing, this is extremely challenging.
- Mary Dorn stated that the input would be valuable to the process. She stated that we should wait and do it right to get it right. It would help the Council to hear about the priority areas; this would be an opportunity for the staff to get input.
- Bill Keeton asked the Executive Committee members if he should sit down with Tasha, Karen McKeown, Jing Wu and María M. Flores as a group to flesh out a calendar with actual dates. He wants to get a sense on the path to take to do this work.

- Mary Dorn and Dr. Darlene Weis stated that Bill Keeton should do this, and that potentially there would be assistance in doing this work.
- Jing Wu stated that the SIM grant also on the "Council of Councils" meeting agenda as they too are trying to figure out the state of the state.

### **Agenda-Setting for August 7, 2015 Council meeting**

1. SIM
2. Mid-Course
3. Letter to Governor
4. Bylaws & ROO
5. Committee updates if necessary
6. Budget:
  - The Executive Committee members asked if someone from the Department could talk about the Budget for about 15-20 minutes, especially on items that have not been identified, and how DHS will implement them, such as drug testing.
  - Mary Dorn stated that the budget is very crucial, and a good chunk of time should be devoted to this. Perhaps Karen could also give the update.
  - Should there be an update on Community Commons? Tasha Jenkins could give an update regarding possible sustainability, or perhaps LHDs using prevention block grant money.

Mary Dorn made a motion to accept the agenda for the August 7 meeting.  
Dr. Darlene Weis seconded.

### **Next Steps**

- Dr. Darlene Weis made a motion to adjourn.
- Mary Dorn seconded

Meeting was adjourned.